

Utah Department of Health, Child Care Licensing
Out of School Time Program Renewal Application, Staff Annual Training Form

Individual's Name:

Please follow the attached instructions when completing this form. This form documents required annual training topics and hours (20 hours, 10 of which must be face-to-face) which must be completed before the program's license expires. Attach to this form copies of all training documentation from outside sources (i.e. CCR&R, Child Care Licensing, Conferences, Workshops, school transcripts, etc.).

In order for the program's license to be renewed a copy of this form must be completed for each director, assistant director, and caregiver. This form must also be completed for each substitute who works an average of 10 hours per week or more. Your Licenser will review these completed forms as part of your Announced Inspection.

Date of Training (mm/dd/yyyy)	Hours and/or Minutes of Training		Face to Face?		Topics Covered	Training Delivered By:
/ /	Hours	Mins.	Yes	No	Licensing Rules for Supervision and Ratios (R430-70-11)	
/ /	Hours	Mins.	Yes	No	Licensing Rules for Injury Prevention (R430-70-12)	
/ /	Hours	Mins.	Yes	No	Licensing Rules for Parent Notification and Child Security. (R430-70-13)	
/ /	Hours	Mins.	Yes	No	Licensing Rules for Child Health (430-70-14)	
/ /	Hours	Mins.	Yes	No	Licensing Rules for Child Nutrition (R430-70-15)	
/ /	Hours	Mins.	Yes	No	Licensing Rules for Infection Control (R430-70-16)	
/ /	Hours	Mins.	Yes	No	Licensing Rules for Medications (R430-70-17)	
/ /	Hours	Mins.	Yes	No	Licensing Rules for Napping (R430-70-18)	
/ /	Hours	Mins.	Yes	No	Licensing Rules for Child Discipline (R430-70-19)	
/ /	Hours	Mins.	Yes	No	Licensing Rules for Activities (R430-70-20)	
/ /	Hours	Mins.	Yes	No	Licensing Rules for Transportation, if the center provides transportation (R430-70-21)	
/ /	Hours	Mins.	Yes	No	Licensing Rules for Animals, if the center permits animals (R430-70-22)	
/ /	Hours	Mins.	Yes	No		
Total Hours & Mins. on this Page:	Hours	Mins.				

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Date of Training (mm/dd/yyyy)	Hours and/or Minutes of Training			Face to Face?			Topics Covered	Training Delivered By:
/ /	Hours		Mins.	Yes		No	The provider's current written policies and procedures	
/ /	Hours		Mins.	Yes		No	The provider's current written emergency and disaster plan	
/ /	Hours		Mins.	Yes		No	Child abuse and neglect signs and symptoms, and legal reporting requirements	
/ /	Hours		Mins.	Yes		No	Principles of child growth and development, including development of the brain	
/ /	Hours		Mins.	Yes		No	Positive guidance	
/ /	Hours		Mins.	Yes		No		
/ /	Hours		Mins.	Yes		No		
/ /	Hours		Mins.	Yes		No		
/ /	Hours		Mins.	Yes		No		
/ /	Hours		Mins.	Yes		No		
/ /	Hours		Mins.	Yes		No		
/ /	Hours		Mins.	Yes		No		
/ /	Hours		Mins.	Yes		No		
/ /	Hours		Mins.	Yes		No		
Total Hours & Mins. on this Page:	Hours		Mins.					
Total Hours & Mins. Page 1 + Page 2:	Hours		Mins.					

If you need additional pages to document the required 20 hours of training, copy and use the additional page below.

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/ /		Hours		Mins.		Yes		No	
/ /		Hours		Mins.		Yes		No	
/ /		Hours		Mins.		Yes		No	
/ /		Hours		Mins.		Yes		No	
/ /		Hours		Mins.		Yes		No	
/ /		Hours		Mins.		Yes		No	
/ /		Hours		Mins.		Yes		No	
/ /		Hours		Mins.		Yes		No	
/ /		Hours		Mins.		Yes		No	
/ /		Hours		Mins.		Yes		No	
/ /		Hours		Mins.		Yes		No	
/ /		Hours		Mins.		Yes		No	
/ /		Hours		Mins.		Yes		No	
Total Hours & Mins. on this Page:		Hours		Mins.					
Total Hours & Mins. Pages 1 + 2 + 3:		Hours		Mins.					